



SPREADSHEET PROCESSOR (SSP)

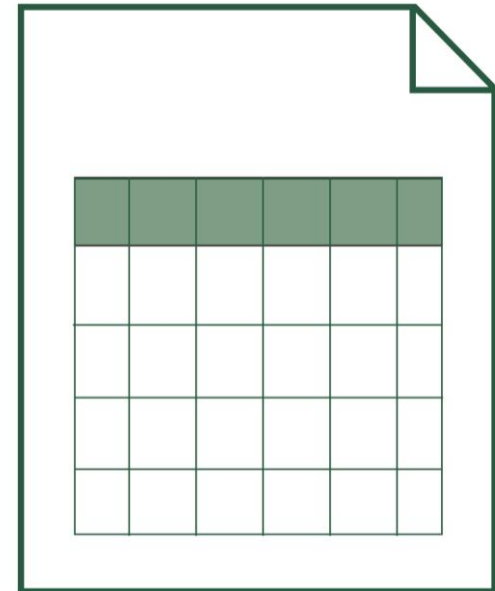
Entering claims via an upload of
a pre-formatted spreadsheet

What is Spreadsheet Processor (SSP)?



SSP is a method of entering claims in the OCP

- Claims are entered through a personalized spreadsheet
- In this way many claims (from different suppliers) can be entered into OCP at the same time
- Is suitable for medium sized businesses with daily or weekly claims



How to: Step by step guide to SSP

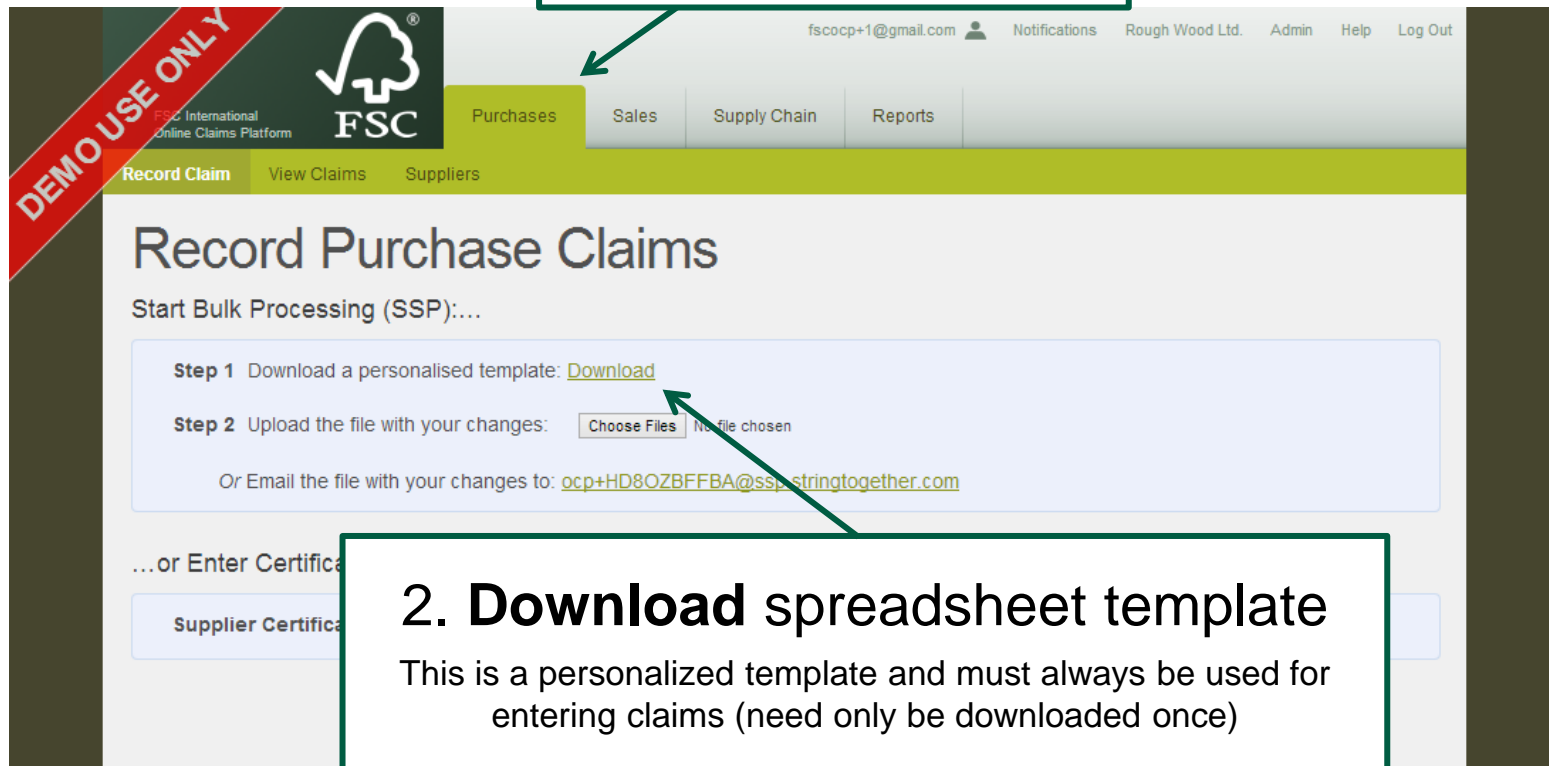


The screenshot shows the FSC Online Claims Platform login interface. At the top left, there is a red diagonal banner that reads "DEMO USE ONLY". Below this banner is the FSC logo and the text "FSC International Online Claims Platform". The main heading is "FSC Online Claims Platform". Underneath, it says "Existing User Sign in:". There are two input fields: "Email:" with a placeholder "email address" and "Password:" with a placeholder "password". Below the password field is a link "Forgot your [password?](#)". To the right of the password field is a "Log in" button. Below the login section, it says "Not yet registered?" and "Click [here](#) to register." A green arrow points from the "Log in" button down to a text box. At the bottom of the page, there is a footer with the text "OCP v0.9 - Help, Feedback and Resources" and a list of links: "OCP Demo", "About OCP", "OCP Resource Center", "Feedback", and "Forum".

Go to **ocp.fsc.org** and log on to the platform

How to: Download spreadsheet

1. Go to **Purchases**



The screenshot shows the FSC International Online Claims Platform interface. A red diagonal banner on the left reads "DEMO USE ONLY". The top navigation bar includes the FSC logo, the text "FSC International Online Claims Platform", and a menu with "Purchases", "Sales", "Supply Chain", and "Reports". The "Purchases" tab is highlighted. Below the navigation bar, there are sub-tabs for "Record Claim", "View Claims", and "Suppliers". The main content area is titled "Record Purchase Claims" and includes the text "Start Bulk Processing (SSP):...". It contains two steps: "Step 1 Download a personalised template: [Download](#)" and "Step 2 Upload the file with your changes: No file chosen". Below this, it says "Or Email the file with your changes to: ocp+HD8OZBFFBA@ssp.stringtogether.com". A second box at the bottom of the screenshot contains the text "2. Download spreadsheet template" and "This is a personalized template and must always be used for entering claims (need only be downloaded once)".

2. **Download** spreadsheet template

This is a personalized template and must always be used for entering claims (need only be downloaded once)

Spreadsheet interface



	A	B	C	D	E	F	G	H	I	J	K	L
1	PURCHASES	My Purchases						Rough Wood Ltd.			House Street	
2	For office use only							HF-COC-000031			Italy	
3	Invoice Details						Line Items					
4	Supplier Certificate ID (COC/FM/CW)	Transaction Identifier	Claim Date (YYYY-MM-DD)	Claim Type	Claim %	Species	Countries Of Harvest	Product Type (Optional)	Description	Quantity	Units	
5	CU-COC-816016	1234	2014-05-05	FSC MIX	70	Picea abies, Abies spp	United Kingdom, Russia	W5.4	Floor planks	26.46	m3	
6	TT-COC-001063	J05621	2014-05-05	FSC 100%		Pinus Sylvestri	Norway	W5.4	Floor planks	49.39	m3	
7	ZZ-COC-008976	346755	2014-05-06	FSC 100%		Picea abies	Russia	W5.4	Floor planks	100.6	m3	
8	JJ-COC-086869	HH397584	2014-05-10	FSC 100%		Prunus avium	United Kingdom	W4.3	Fence Posts	34.8	m3	
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How to: Fill out spreadsheet

PURCHASES			My Purchases				Rough Wood Ltd.			
For office use only							HF-COC-000031			
Invoice Details			Line Items							
Supplier Certificate ID (COC/FM/CW)	Transaction Identifier	Claim Date (YYYY-MM-DD)	Claim Type	Claim %	Species	Countries Of Harvest	Product Type (Optional)	Description	Quantity	Units
CU-COC-816016	1234	2014-05-05	FSC MIX	70	Picea abies, Abies spp	United Kingdom, Russia	W5.4	Floor planks	26.46	m3
TT-COC-001063	J05621	2014-05-05	FSC 100%		Pinus Sylvestri	Norway	W5.4	Floor planks	49.39	m3
ZZ-COC-008976	346755	2014-05-06	FSC 100%		Picea abies	Russia	W5.4	Floor planks	100.6	m3
JJ-COC-086869	HH397584	2014-05-10	FSC 100%		Prunus avium	United Kingdom	W4.3	Fence Posts	34.8	m3



PURCHASES		
For office use only		
Invoice Details		
Supplier Certificate ID (COC/FM/CW)	Transaction Identifier	Claim Date (YYYY-MM-DD)
CU-COC-816016	1234	2014-05-05
TT-COC-001063	J05621	2014-05-05
ZZ-COC-008976	346755	2014-05-06
JJ-COC-086869	HH397584	2014-05-10

1. Enter Supplier Certificate ID

2. Enter Transaction Identifier

3. Enter Claim Date

How to: Fill out spreadsheet



PURCHASES			My Purchases				Rough Wood Ltd.			
For office use only							HF-COC-000031			
Invoice Details			Line Items							
Supplier Certificate ID (COC/FM/CW)	Transaction Identifier	Claim Date (YYYY-MM-DD)	Claim Type	Claim %	Species	Countries Of Harvest	Product Type (Optional)	Description	Quantity	Units
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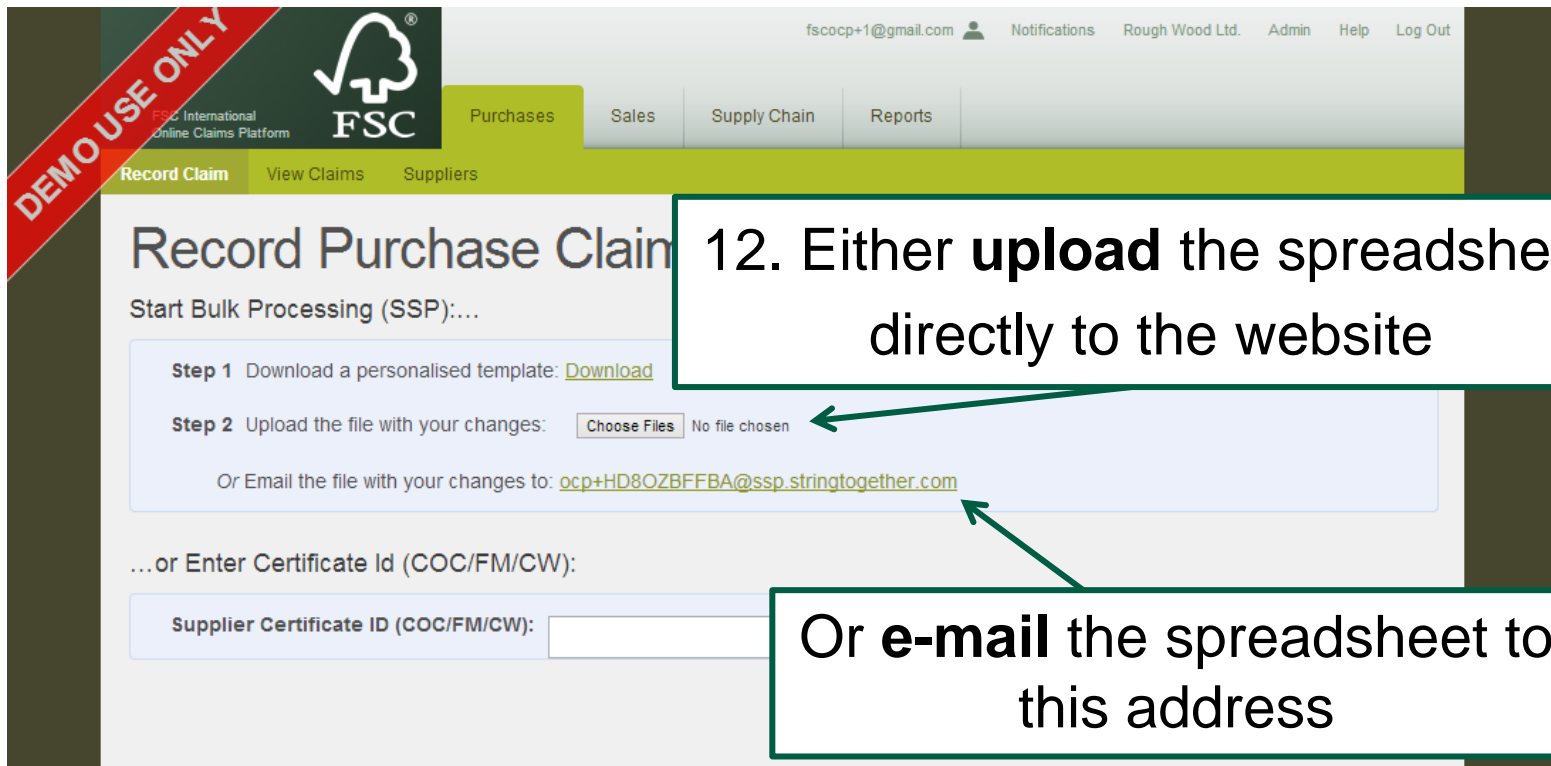


My Purchases			Rough Wood Ltd.			
			HF-COC-000031			

Line Items							
Claim Type	Claim %	Species	Countries Of Harvest	Product Type (Optional)	Description	Quantity	Units
FSC MIX	70	Picea abies, Abies spp	United Kingdom, Russia	W5.4	Floor planks	26.46	m3
FSC 100%		Pinus Sylvestri	Norway	W5.4	Floor planks	49.39	m3
FSC 100%		Picea abies	Russia	W5.4	Floor planks	100.6	m3
FSC 100%		Prunus avium	United Kingdom	W4.3	Fence Posts	34.8	m3

- 4. Enter Claim Type
- 5. Enter Claim % (if relevant)
- 6. Enter Species
- 7. Enter Country Of Harvest
(if your supplier is FM/COC, CW/FM, or supplier with CW Risk Assessment)
- 8. Enter Product Type (optional)
- 9. Enter Description
- 10. Enter Quantity
- 11. Enter Units

How to: Upload spreadsheet



DEMO USE ONLY

fscocp+1@gmail.com Notifications Rough Wood Ltd. Admin Help Log Out

Purchases Sales Supply Chain Reports

Record Claim View Claims Suppliers

Record Purchase Claim

Start Bulk Processing (SSP):...

Step 1 Download a personalised template: [Download](#)

Step 2 Upload the file with your changes: No file chosen

Or Email the file with your changes to: ocp+HD8OZBFFBA@ssp.stringtogether.com

... or Enter Certificate Id (COC/FM/CW):

Supplier Certificate ID (COC/FM/CW):

12. Either **upload the spreadsheet directly to the website**

Or **e-mail the spreadsheet to this address**

How to: In case of errors



PURCHASES		My Purchases					Rough Wood Ltd.					House Street
For office use only							HF-COC-000031					Italy
Invoice Details					Line Items							
Supplier Certificate ID (COC/FM/CW)	Transaction Identifier	Claim Date (YYYY-MM-DD)	Claim Type	Claim %	Species	Countries Of Harvest	Product Type (Optional)	Description	Quantity	Units		
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invalid certificate ID
not certified for product type
invalid claim type
certificate expired

In case of errors the uploaded spreadsheet will be returned to you via email. Errors needed to be corrected will be **highlighted**. When clicked more detail about the error will be provided.

invalid certificate ID
not certified for product type
invalid claim type
certificate expired



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